

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position:	Associate Accounting Analyst -- Cash Management & Fiscal Control Section
Position #:	051-420-4588-036
Salary Range:	\$4619 -\$5616
Issue Date:	October 27, 2008
Contact:	Candace Martin (916) 324-1867
Location:	Accounting & Reporting 3301 C Street Sacramento, CA 95816
Final Filing Date:	Statewide November 6, 2008

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Division of Accounting & Reporting
ATTN: Candace Martin
3301 C Street, Suite 500
Sacramento, CA 95816

Please write "420-4588-036 CMFC" on your application, and attach a copy of your list eligibility. Applications without this information may be rejected.

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is the destination employer within the State of California.

Scope of the Position:

Under the general supervision of an Accounting Administrator I (Supervisor), the incumbent will be responsible for the more complex duties associated with maintaining accounting control records of the State's Central Control Accounting System. The incumbent performs the full range of duties including, but not limited to, the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Analyze critical accounting transactions and reports processed through or received by the FISCAL system. Ensure accounting transactions comply with accounting procedures, rules and regulations, and will process through the system accurately while producing results needed.
- Analyze accounting records relating to the Surplus Money Investment Fund (SMIF) on a daily basis by utilizing various FISCAL reports. Based on the analysis, calculate and prepare accounting transactions to adjust SMIF reports to transfer funds between general ledger accounts to ensure that participating agencies are credited with proper interest allocation.
- Analyze all daily claims expenditures for sufficient cash and appropriation balances. Based on the analysis, either release or void/reject claims by communicating with the divisions of Disbursements and Claim Audits. Communicate with Division's State Accounting staff to clarify non-sufficiently funded expenditures and clear discrepancies.
- Communicate with SCO accounting personnel to resolve specific accounting issues and explain the most complex rules, regulations and procedures relating to the maintenance of the State Central Accounting System.
- Actively participate in decision and policy-making sessions regarding cash balances that impact Surplus Money Investment Fund (SMIF).
- Analyze processes in order to develop new and/or revise existing procedures; provide management with recommendations for improvement. Upon management approval, develop new procedures, and implement new processes or changes to current processes
- Provide analytical accounting services for critical assignments relating to fiscal control issues.

Desirable Qualifications:

- Strong research and analytical skills
- Excellent communication skills
- Self-motivated, dependable, and positive attitude
- Ability to multi-task